**(Annexure 13)**

## GENERIC PROPOSAL TEMPLATE

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| **Section** |
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| 1. **Title Page:**   This should include the title of the project; name and student number, if student; your department or faculty; the name of the degree sought; the names of your supervisors, and the date of submission. |
| 1. **Abstract (for some institutions)**   This should include the problem under investigation; the research methodology and theoretical orientation; and the expected outcomes and implications of the research. |
| **Introduction** |
| 1. **Background information**   Provide relevant background to the study, supported by evidence |
| 1. **Research Aim/Purpose**   Provide the main aim of the study (A broader statement) |
| 1. **Research Objectives**   List objectives of the study |
| 1. **Research Questions/Research Hypothesis**   What are research questions to answer or what are some of the statements to test? |

| 1. **Problem Statement**   Provide a concise statement about an area of concern, a condition to be improved, a difficulty to be eliminated, or a troubling question that exists in scholarly literature, in theory, or in practice that points to the need for meaningful understanding and deliberate investigation |
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| 1. **Significance of the Study**   The significance of the study should reflect on the extent of the contribution made by the study to improve our understanding, to change a concept or to promote a new hypothesis in a particular field of research |
| 1. **Definition of Terminology**   Define main term used in the study, including operational definition of selected terms |
| 1. **Literature Review**   The literature review provides the rationale for your research topic. It should give an overview of the current research on the topic area. It should identify a gap in the research. This is important because it shows why your topic is important. The literature review should also review relevant methodologies, which show how your research is to be done |
| **Research Methodology: this section will include a number of subsections. It should describe the type of study you propose to do as well as how you propose to do it. You need to describe your participants/subjects, your data collection procedure and method of data analysis, as well as the limitations of your project.** |
| 1. **Research Strategy**   Explain the qualitative and/or quantitative methods that you will use to gather data for your study in detail. These methods may include focus groups, depth interviews, observation, a survey questionnaire, an experimental study, etc. |
| 1. **Target population**   Clearly define and delineate the target population and context of the proposed study. |
| 1. **Sample strategy**   Discuss the method to be used for determining the target sample size of your study. Indicate the target sample size that you wish to achieve. |
| 1. **Data collection instruments**   Explain the qualitative and/or quantitative methods that you will use to gather data for your study in detail. These methods may include focus groups, depth interviews, observation, a survey questionnaire, an experimental study, etc. Remember to comprehensively motivate your choice of data collection methods. |
| 1. **Pilot study**   Explain in detail how you will pre-test your survey questionnaire or data collection instrument |
| 1. **Validity and reliability**   Discuss measures of Validity and Reliability or Trustworthiness |
| 1. **Data analysis**   Briefly indicate how you would validate, edit, code and clean your data in preparation for statistical and / or qualitative analysis. Mention the software programmes that you will use to code and analyse your data. |
| 1. **Limitation of the research**   What are the potential limitation to this study |
| 1. **Ethical considerations**   Discuss any potential ethical issues, benefits, confidentiality, privacy etc. |
| 1. **Proposed time frame and Budget**   A brief timeline for the project Include a realistic project budget in this section in which you outline the major expenses you expect to incur during your research project. |
| 1. **Bibliography**   A full list of all references cited in in the proposal. Any preferred referencing conventions. |